

Town of Essex  
29 West Avenue,  
Essex, CT  
Conference Room B

December 16, 2015

Building Committee  
MINUTES

Building Committee members in attendance:

Bruce Glowac  
Leigh Rankin (arrived at 8:45 a.m.)  
Kelly Sterner

Others: Paul Drummey, CREC  
Tom Fitzgerald, Region #4 (absent)  
Norman Needleman, First Selectman (absent)  
Gary Riggio, Riggio Construction  
Denise Von Dassel

Meeting called to order by Bruce Glowac at 8:02 a.m.

**Approval of Minutes:**

***Kelly noted two changes to the minutes, 1) Page 2, correct the word “already” to “alrready” and 2) last sentence of 1<sup>st</sup> paragraph should read “quarter of 2016” vs. “quarter of this year”.***

***Kelly Sterner moved to approve the minutes as amended of December 2, 2015, seconded by Bruce Glowac. Passed unanimously. Motion carried.***

**New Business:**

- a. AC condenser – Bruce indicated a change order was put through to move the new A/C unit on the police station to the opposite side of police station so it is hidden.

## **Old Business:**

- a. Land Use Offices – Gary Riggio discussed his walk through as well as several pictures he took in the ceiling below the land use offices. Gary suggested opening up the ceilings first to see what’s up there and start there. Also noted that they would scrape, seal and encapsulate any lead paint they found above the ceilings. He has a contractor he uses for that.

Kelly shared the plan that was done by Suburban Office supply with the offices surrounding the perimeter of the space. Gary would just need to let them know of any changes to the wall(s) so he can then re-work their plan accordingly. Petitions for the offices are 10’ and would be doable with posts if need be.

Gary, Denise, and the Building Committee then proceeded to the land use offices to discuss the proposed designs. Gary reviewed where the bearing wall is. The floors are sagging and they will need to look at what is underneath them. Gary noticed in the file room several cracks in the wall between the offices and the file room.

Bruce asked Gary when could he begin as he would like to get started in January or February (after the structural exploration first). Kelly will make sure that the auditorium is free during the time of construction for swing space for the land use employees to move to. Gary also inquired as to whether they could reserve some conference room space to layout and review the town hall plans that are on file. Bruce expects the move would take a week and again, would like to begin sooner rather than later.

Next step would be to give a floor plan of the auditorium to the land use people so they could divide up the room as to who will go where. Then we would get partitions put in place according to the plan. Kelly will explore moving phone lines and internet connections to auditorium temporary space.

Bathrooms: Gary and Denise also discussed his review of the bathrooms regarding ADA compliance with Dave DeLeeuw, Building Official. Denise will get us a preliminary plan with a sketch.

Back entrance: A new ramp and platform will need to be done along with new handicap spaces. Denise will draw plan up for the ramp as well.

Bruce reviewed the order of priorities with Gary and they are:

1. Land Use Offices
2. ADA Compliant Bathrooms
3. Back Entrance

**Payment of Invoices:**

Kelly submitted two invoices for payment:

- a. 20% Deposit for Northern Building Systems totaling \$8,493.00
- b. Silktown (for curbs and roof cuts for EES gym & Café) totaling \$20,875.24

***Motion made to approve and pay the above invoices as presented by Bruce Glowac. Passed unanimously. Motion carried.***

**Other Business: None**

**Adjournment:**

***Bruce Glowac made a motion to adjourn the meeting at 9:25 a.m.***

Respectfully submitted,

Yvonne M. Roziak  
Recording Secretary